



3 March 2022

**Teaching Arrangements – Unicorn Class**

Dear Parent or Carer,

Sadly, Mrs Sunley leaves us at the end of term, following her promotion to a senior post in another school. However, I am pleased to share that the Local Governing Board and I have recently appointed a new teacher for Unicorn Class from the start of the new term. Miss Islam is an experienced teacher and she is already beginning to work with us behind the scenes to find out as much about the children as possible.

Naturally, a change of staff can be unsettling for children. It is also a steep learning curve for a new teacher to get used to all of the class's routines. Mrs Mancey and the key stage 2 staff team will be working with Miss Islam and Mrs Sunley to ensure a smooth handover and to minimise any disruption to pupils. This will hopefully include an opportunity for Miss Islam to visit the class before Easter and a 'Meet the Teacher' session for parents and carers early in the new term.

While we still have a few weeks to go, I would like to thank Mrs Sunley for her many years of service to the pupils and staff at Sandringham. We all wish her the very best for the future as she moves onwards and upwards.

Please do not hesitate to contact me if you have any questions regarding this matter.

Yours sincerely,  
Mr C Metcalfe  
**Principal**